

**Action Plan for (Department/College Name) :** School of Earth, Environmental, and Marine Sciences

**Date:** 23 December 2021

Select 2-3 areas of opportunities you want to focus on and identify goals and action steps to work toward your goals. Make sure that your action steps are within your area's control. If you have suggestions for your division leadership, please collect them on the last page and follow the chain of command to share those. If you have ideas you would like to share with institution leadership, please collect on the last page and share along with your action plans with your campus climate liaisons, as well as assigned division contact.

Framing your goals and objectives as S.M.A.R.T. goals (Specific, Measurable, Actionable, Realistic, and Time-bound) is a great way to ensure that your team is aligned and on-track. It will also help with progress reporting.

2021 results and recorded townhalls can be viewed on the [campus climate website](#).

To review action plans and progress reports from the last survey, please visit: <https://www.utrgv.edu/strategic-plan/strategic-initiatives/campus-climate/2018/action-plans/index.htm>

Action plans are due December 2021. Progress Reports are due October 2022, and May 2023.

*Please contact your assigned campus climate liaison for questions.*

Survey Dimensions:
Job Satisfaction/Support
Professional Development
Compensation, Benefits, & Work/Life Balance
Facilities
Policies, Resources, & Efficiency
Shared Governance
Pride
Supervisors/Department Chairs/Directors
Senior Leadership
Faculty, Administration, & Staff Relations
Communication
Collaboration
Respect & Appreciation

Area of Focus/Opportunity (Dimension):

1. Goal (S.M.A.R.T.): Supervisors/Department Chairs/Directors... Improve efficiency and transparency of departmental operations

Action Steps to Achieve Goal	Responsible Person <i>(who will take the lead on this action step, who else is involved)</i>	Timing <i>(when, how often)</i>	Metrics/Indicators of Success <i>(how you measure progress, success, and completion)</i>	Status/Comments <i>(anticipated start date, date started, ongoing, completed, pending)</i>
Engage more faculty in the faculty recruitment process through greater involvement in hiring committees, and improved communication between hiring committees and the department faculty as a group.	Director	Each hiring cycle	Percentage of faculty involved in hiring assessments each hiring cycle.	ongoing
Attend training on effective techniques and processes related to improving the quality of feedback to faculty and staff on questions, actions, and assessments.	Director	Once a year	Survey	ongoing

Area of Focus/Opportunity (Dimension):

2. Goal (S.M.A.R.T.): Communication... Increase lines of dialogue within the department

Action Steps to Achieve Goal	Responsible Person <i>(who will take the lead on this action step, who else is involved)</i>	Timing <i>(when, how often)</i>	Metrics/Indicators of Success <i>(how you measure progress, success, and completion)</i>	Status/Comments <i>(anticipated start date, date started, ongoing, completed, pending)</i>
Meet one on one with each faculty member for open ended discussion on their needs, concerns, goals, and successes. This is independent of any assessment or other meeting.	Director	Once a year	survey	ongoing
Increase meetings between director and standing committees and reports between committees and faculty as a whole so there is greater shared awareness of department decision making.	Director	Annually	Number of meetings	ongoing

Area of Focus/Opportunity (Dimension):

3. Goal (S.M.A.R.T.): Collaboration... Advance discussions concerning strategic planning and shared vision.

Action Steps to Achieve Goal	Responsible Person <i>(who will take the lead on this action step, who else is involved)</i>	Timing <i>(when, how often)</i>	Metrics/Indicators of Success <i>(how you measure progress, success, and completion)</i>	Status/Comments <i>(anticipated start date, date started, ongoing, completed, pending)</i>
Discuss strategic planning and vision development with each program committee to develop consensus plans for program growth in the department.	Director	Annually	survey	ongoing
Discuss strategic planning and vision development with faculty as a whole to establish groundwork for consensus planning.	Director	Each semester	survey	ongoing

**Reflection:**

**How do your goals support UTRGV's [strategic plan](#) and [mission](#)? How do your goals align with student success? How do they make a positive impact on the student experience?**

These action plan steps are intended to both increase morale in the School of Earth, Environmental, and Marine Sciences and to make our planning and operations more efficient in order to deliver richer programs to our students, increase their success, and grow our programs to serve a greater number of students in the future. These departmental goals are intended to support UTRGV's mission to transform the RGV through an innovative and accessible education environment.